

No.D-31014/01/19-Estate Cell

29 March, 2022

Subject: Comprehensive Annual maintenance Contract of Window AC's, Split AC's and water coolers installed at IRCS, NHQ, 1-Red Cross Road, New Delhi for the period 1 year.

Quotations are invited for the Annual maintenance Contract of Window AC's, Split AC's and water coolers installed at IRCS, NHQ building, 1-Red Cross Road, New Delhi. The rates should cover preventive checking, routine servicing (minimum two services in a year), including replacement of any part whatsoever including compressor and voltage stabilizers and attending any break down. The interested bidders may visit the site on any working day between 9:30 am to 6:00 pm to inspect the Window/ Split A.C's and Water Coolers as per the attached details of AC's and water coolers before quoting rates. Quotations should be furnished by the agencies who have carried out similar works and certificates to this effect may be provided.

The quantities indicated in the attached schedule may vary. The payment shall be made on the basis of the actual work done. The quotation addressed to the Secretary General, Indian Red Cross Society, 1- Red Cross Road, New Delhi-110001 be submitted in sealed cover by 3:00 pm on or up to 12.04.2022.

The Secretary General reserves the right to accept or reject any or all quotations without assigning any reason.

Yours faithfully,

(N. K. Singh)
Deputy Secretary

Encls: As stated above

Indian Red Cross Society
Schedule of Quantities

Name of work : Comprehensive Annual Maintenance Contract of Window / Split AC's and Water Coolers installed at Indian Red Cross Society, NHQ, 1- Red Cross Road, New Delhi.

| S. No. | Type & Capacity of AC's | Total Unit | Unit | Rate | | Amount (Rs) |
|--------|-------------------------|------------|------|--------|-------|-------------|
| | | | | Figure | Words | |
| 1. | Split 1 Ton | 01Number | Each | | | |
| 2. | Split 1.5 Ton | 28 Numbers | Each | | | |
| 3. | Split 2 Ton | 01 Number | Each | | | |
| 4. | Split 3 Ton | 01 Number | Each | | | |
| 5. | Water Cooler | 02 Numbers | Each | | | |
| | | | | Total | | |

Deputy Secretary
IRCS, NHQ

Scope of work & Terms and Conditions

1. To provide scheduled visits of trained engineers / technicians for scheduled and preventative maintenance of AC's installed at IRCS, NHQ premises. The entire AC's as per details are covered in this contract.
2. To carry out preventative maintenance in the period of AMC, i.e. 1 year.
3. The scope of work comprises of quarterly servicing of machines, complete overhauling of machine during winter season, replacement of electrical spares, relays and tightening of electrical connections, rewinding of fan motor of condenser and evaporator and replacement of compressor, gas charging and repairing of stabilizer etc.
4. To repair / overhaul AC's as and when required.
5. To attend unlimited break down calls under AMC within 24 hours of complaint.
6. To keep the equipments neat and clean.
7. The rates quoted by the contractors shall be applicable for all heights and depths, leads & lifts involved unless otherwise specified in the items.
8. 10% Security Deposit will be deducted on gross amount of each running bill and final bill. The amount of Security Deposit will be refunded after 6 months from the date of completion of work.
9. A work site order book shall be maintained in which all the instructions issued to the contractor or his authorized agents in respect of the execution of work shall be recorded by the Engineer-in charge or Society's representatives. The contractor or his authorized agents shall be bound to carry out the instructions & sign the relevant entries in this Book.
10. The Contractor shall return to I.R.C.S. all dismantled material obtained while doing the work.
11. Payment of any taxes on account of billing of materials purchased for the maintenance will be the contractor's responsibility.
12. Contractor will be responsible for safety of the workers and will provide safety tools and appliances to the Engineers and Technicians.
13. GST or any other tax in respect of the Contract shall be payable by the contractor and society shall not entertain any claim, what so ever, in this regard.
14. No increase in rates of contract, what so ever, will be permissible during the period of contract.
15. Any compensation payable under the works compensation Act shall be borne by Contractor.
16. The Contractor will ensure that only the genuine spare parts are used in the work and give certificate in respect of the same.
17. The contractor will make all arrangements of scaffoldings/ladders, appliances and safety equipments etc. wherever required, and will be responsible for safety of the workers
18. The Contractor shall be bound to bear the expenses of defence of every suit / action or other proceeding at Law that may be brought by any person for injury sustained for damaged to any property, what so ever, which may arise out of or in consequence of the construction and maintenance of work owing to neglect of the proper precautions and to pay damage and cost which will be awarded in any such suit, action of proceeding to any such person or which may with the consent of the contractor to be paid to compromise any claim by any such person.
19. The work will be carried out to the entire satisfaction of the Engineer-in charge of IRCS, NHQ. In case service provided by the contractor are not found satisfactory, the contract will be terminated by the society without assigning any reason & penal deduction will be made after evaluation by a committee set up by the competent authority for the purpose from time to time.
20. In case of any dispute, the matter will be referred to Dispute Redressal Committee appointed by the Secretary General, Indian Red Cross Society, NHQ, New Delhi.
21. In case contractor is not satisfied with the decision of the Dispute Redressal Committee, then he can invoke provision of Arbitration and the sole Arbitrator shall be approved and appointed by the Secretary General, IRCS, NHQ whose decision shall be final and binding on all parties concerned.
22. In case of any need for adjudications, the jurisdiction will be Delhi.

Deputy Secretary
IRCS, NHQ